

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Title

Company/Organization Name

Company Address

City, State, Zip Code

Subject: Formal Complaint Regarding Unprofessional Staff Conduct

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding an incident that occurred on [Date of Incident] involving [Staff Member's Name/Title] at [Company/Organization Name].

During my interaction with [Staff Member's Name], I experienced multiple instances of unprofessional behavior, which I believe do not reflect the standards of your organization. Specifically, [describe the unprofessional conduct in detail, including any relevant facts or circumstances].

This behavior was not only disappointing but also affected my experience with your services. I have always held your organization in high regard, and this incident has caused me to reconsider my opinion.

I kindly request that you investigate this matter thoroughly and take appropriate actions to address this conduct, as I believe it is essential for maintaining the integrity and reputation of your organization.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]